

WIC

REVALIDATION INFORMATION

KY WIC PROGRAM

JULY 2001

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

AGENCY

ADDRESS

TELEPHONE

CONTACT PERSON

DEVELOPED BY:

DEPARTMENT FOR PUBLIC HEALTH

DIVISION OF ADULT AND CHILD HEALTH

NUTRITION SERVICES BRANCH

WIC PROGRAM

275 EAST MAIN STREET

FRANKFORT, KENTUCKY 40621

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PROCEDURES FOR REVALIDATION

An error may be made on a food instrument during the redemption process; it is easy to correct some of the errors if the procedures in this manual are followed. In order to have a food instrument revalidated by the Local Agency, a vendor must:

- A. Take or mail the food instrument to be revalidated to the agency with which there is a signed Vendor Agreement. The Local Agency will establish specific procedures on where to take or mail the food instrument which needs revalidation. **A food instrument should be revalidated prior to submission to the bank.**
- B. Submit the food instrument to the Local Agency with the necessary information which supports the revalidation request (See the Conditions and Limitations for Revalidation). **Do not send documentation to the bank of deposit.**
- C. Submit the food instrument to the Local Agency within sixty (60) days from the “first day to use.”
- D. Return the food instrument to your bank within sixty (60) days from the “first day to use,” if revalidated, unless otherwise directed. **This food instrument must clear the State Agency contracted bank within ninety (90) days from the “first day to use.” If it does not clear the bank within the specified time frames, the State Agency will apply a claim (request money back) for the improperly redeemed food instrument that has been revalidated.**

It is a violation of the Agreement if a participant’s identity, address, social security number or telephone number is obtained in order to ask a participant, parent, caretaker or proxy to pay for a food instrument which has an error, has been denied revalidation, or for which the State Agency has applied a claim.

POLICIES FOR FOOD INSTRUMENT REVALIDATION

A food instrument is edited at the State Agency contracted bank for accuracy and is rejected if it does not meet Program requirements. Reasons for rejection include agency or vendor stamp missing, stale check, date redeemed invalid, missing or altered and signature missing. A vendor may notice errors prior to submission to the local bank. Limited provisions have been made for revalidating some of the food instruments that are not properly completed. Revalidation for a food instrument with errors may be done only by the Local Agency either prior to submission for payment or after it has been rejected by the bank. It is recommended that food instruments with errors be submitted to the Local Agency for revalidation prior to depositing in the bank.

- A. A revalidation may be done only for the conditions outlined in the Conditions and Limitations for Revalidation and must not exceed the frequency specified.
- B. Any food instrument presented after sixty (60) days from the “first day to use” must be revalidated before the contracted bank will accept the instrument for payment. **A food instrument presented for payment for revalidation after ninety (90) days from the “first day to use” is not eligible for revalidation without prior approval from the State Agency.**
- C. Justification and documentation must be made to the State Agency by the vendor through the Local Agency if **extenuating** circumstances exist which prevent a vendor from submitting a food instrument for payment or revalidation within the specified time frame. Negligence in the timely submission of the food instrument is not an extenuating circumstance. The State Agency will then consider approving payment. If the total of food instruments exceeds five hundred dollars (\$500), prior approval must be obtained from the FNS Regional Office.
- D. **Limits have been set on the number of times that a vendor may receive revalidations for specific reasons and some revalidations are on a one time only basis. A one time only basis is defined as one time only for that specific problem for the contract year.** Also, one time only pertains to one time only submission of food instruments, not just one food instrument. For example, if three (3) food instruments are sent at the same time for a “date redeemed invalid,” which are not dated within the valid dates, all three (3) will be revalidated on a one time only basis. No more revalidations for this specific reason can be given.
- E. The Local Agency will notify a vendor in writing, when a one time only revalidation has been given. A copy of the letter will be retained in the file at the Local Agency.
- F. **Once a food instrument has cleared (has been paid by) the State Agency contracted bank, then revalidation cannot be given for any reason for a food instrument found to be improperly redeemed.**

PRICE ADJUSTMENTS

The Local Agency may make a price adjustment to any food instrument submitted for revalidation. For example, if the cash register receipt indicates that unapproved food(s) were allowed, the Local Agency will adjust the pay exactly amount by deducting the price of the unapproved food(s) and entering the correct total only for WIC approved foods. The Local Agency must place a revalidation stamp on the food instrument before payment can be made. Revalidation is unlimited.

Revalidation Procedure For Vendor Stamp Missing

Prior to deposit in bank

QTY	UNIT	APPROVED ITEM	PATIENT I.D. NUMBER	NAME OF PARTICIPANT			FI No.
				LAST	FIRST	MIDDLE	
			1234567897	PUBLIC	JOHN		0145766
1	GAL.	MILK		HID/LOC	First Day To Use:	Last Day To Use:	Date Redeemed:
36	OUNCES	CEREAL		301064	05/21/2003	06/20/2003	6/15/03
2		12 OZ. OR 46 OZ. JUICE		Not Negotiable Unless WIC Agency Stamp is Here		Deposit Within 60 Days of First Day To Use	PAY EXACTLY
1	DOZEN	EGGS		Not Negotiable Unless KY WIC Vendor Stamp is Here			\$1096
END OF LIST.VOID IF ALTERED				X			KENTUCKY WIC PROGRAM
SIGN BELOW AT GROCERY STORE							
Mary Public							

1. **Place your vendor stamp in the appropriate block.**
2. If the food instrument will reach the State Agency contracted bank in less than sixty (60) days from the "first day to use," no revalidation stamp is required. If the food instrument will not reach this bank in less than ninety (90) days from the "first day to use," return it to the Local Agency for revalidation.

Rejected by bank.

QTY	UNIT	APPROVED ITEM	PATIENT I.D. NUMBER	NAME OF PARTICIPANT			FI No.
				LAST	FIRST	MIDDLE	
			1234567897	PUBLIC	JOHN		0145766
1	GAL.	MILK		HID/LOC	First Day To Use:	Last Day To Use:	Date Redeemed:
36	OUNCES	CEREAL		301064	05/21/2003	06/20/2003	6/15/03
2		12 OZ. OR 46 OZ. JUICE		Not Negotiable Unless WIC Agency Stamp is Here		Deposit Within 60 Days of First Day To Use	PAY EXACTLY
1	DOZEN	EGGS		Not Negotiable Unless KY WIC Vendor Stamp is Here			\$1096
END OF LIST.VOID IF ALTERED				X			KENTUCKY WIC PROGRAM
SIGN BELOW AT GROCERY STORE							
Mary Public							

Ret. By 083900610

Stamp Missing

State Check

Date Redeemed Invalid

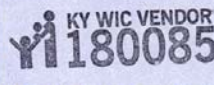

Above MVP

Pay Exactly Altered

Signature Missing

Revalidation Procedure For Date Redeemed Invalid



Prior to deposit in bank.

QTY	UNIT	APPROVED ITEM	PATIENT I.D. NUMBER	NAME OF PARTICIPANT			FI No.
				LAST	FIRST	MIDDLE	
			1234567897	PUBLIC	JOHN		0145768
1	GAL.	MILK		HID/LOC	First Day To Use:	Last Day To Use:	Date Redeemed:
36	OUNCES	CEREAL		301064	05/21/2003	06/20/2003	5/15/03
2		12 OZ. OR 46 OZ. JUICE		Not Negotiable Unless WIC Agency Stamp is Here			PAV EXACTLY
1	DOZEN	EGGS		Deposit Within 60 Days of First Day to Use			
END OF LIST.VOID IF ALTERED				Not Negotiable Unless KY WIC Vendor Stamp is Here			\$10.96
							
SIGN BELOW AT GROCERY STORE							
Mary Public							



If the date redeemed is not within the valid dates, the Local Agency must always revalidate the food instrument before payment can be made. **Revalidation is on a one time only basis per contract year.**

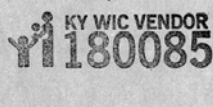

Rejected by bank.

QTY	UNIT	APPROVED ITEM	PATIENT I.D. NUMBER	NAME OF PARTICIPANT			FI No.
				LAST	FIRST	MIDDLE	
			1234567897	PUBLIC	JOHN		0145768
1	GAL.	MILK		HID/LOC	First Day To Use:	Last Day To Use:	Date Redeemed:
36	OUNCES	CEREAL		301064	05/21/2003	06/20/2003	5/15/03
2		12 OZ. OR 46 OZ. JUICE		Not Negotiable Unless WIC Agency Stamp is Here			PAV EXACTLY
1	DOZEN	EGGS		Deposit Within 60 Days of First Day to Use			
END OF LIST.VOID IF ALTERED				Not Negotiable Unless KY WIC Vendor Stamp is Here			\$10.96
							
				Ret. By 083900610 Stamp Missing Stale Check <input checked="" type="checkbox"/> Date Redeemed Invalid Above MVP Pay Exactly Altered Signature Missing			
SIGN BELOW AT GROCERY STORE							
Mary Public							



Revalidation Procedure For Date Redeemed Altered

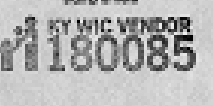

Prior to deposit in bank

QTY	UNIT	APPROVED ITEM	PATIENT I.D. NUMBER	NAME OF PARTICIPANT			FI No.
				LAST	FIRST	MIDDLE	
			1234567897	PUBLIC	JOHN		0145770
1	GAL.	MILK		HID/LOC	First Day To Use:	Last Day To Use:	Date Redeemed:
36	OUNCES	CEREAL		301064	05/21/2003	06/20/2003	5/26/03
2		12 OZ. OR 46 OZ. JUICE		Not Negotiable Unless WIC Agency Stamp is Here			PAY EXACTLY
1	DOZEN	EGGS		Not Negotiable Unless KY WIC Vendor Stamp is Here			\$ 10.96
END OF LIST.VOID IF ALTERED							
SIGN BELOW AT GROCERY STORE							
Mary Public							



If the date is altered, present documentation to the Local Agency to substantiate a valid date redeemed. **Sufficient documentation is one (1) machine dated cash register receipt or a machine dated cash register validation showing the date on the food instrument.** A properly completed WIC Vendor Corrections Form can only be used when a vendor does not have a cash register. **Revalidation is unlimited with sufficient documentation.** The Local Agency must place a revalidation stamp on the food instrument before it can be redeposited. **Revalidation for this condition is on a one time only basis per contract year without proof.**

Rejected by bank.

QTY	UNIT	APPROVED ITEM	PATIENT I.D. NUMBER	NAME OF PARTICIPANT			FI No.
				LAST	FIRST	MIDDLE	
			1234567897	PUBLIC	JOHN		0145770
1	GAL.	MILK		HID/LOC	First Day To Use:	Last Day To Use:	Date Redeemed:
36	OUNCES	CEREAL		301064	05/21/2003	06/20/2003	
2		12 OZ. OR 46 OZ. JUICE		Not Negotiable Unless WIC Agency Stamp is Here			PAY EXACTLY
1	DOZEN	EGGS		Not Negotiable Unless KY WIC Vendor Stamp is Here			\$ 10.96
END OF LIST.VOID IF ALTERED							
SIGN BELOW AT GROCERY STORE							
Mary Public							

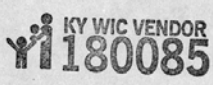

☐ Rec. By ODP00010
☐ Stamp Missing
☐ Scale Check
☒ Date Redeemed Invalid
☐ Above 11/1
☐ Pay Exactly Altered
☐ Signature Missing



REV. 7/01

Revalidation Procedure For Date Redeemed Missing



Prior to deposit in bank.

QTY	UNIT	APPROVED ITEM	PATIENT I.D. NUMBER	NAME OF PARTICIPANT			FI No.
			1234567897	LAST	FIRST	MIDDLE	0145774
1	GAL.	MILK		PUBLIC	JOHN		0145774
36	OUNCES	CEREAL		HID/LOC	First Day To Use:	Last Day To Use:	Date Redeemed:
2		12 OZ. OR 46 OZ. JUICE		301064	05/21/2003	06/20/2003	
1	DOZEN	EGGS		Not Negotiable Unless KY WIC Vendor Stamp is Here			PAY EXACTLY
END OF LIST.VOID IF ALTERED				Not Negotiable Unless KY WIC Vendor Stamp is Here			\$ 10.96
							
				SIGN BELOW AT GROCERY STORE			
				Mary Public			



If the date is missing and the bank has rejected the food instrument, present documentation to the Local Agency to substantiate a valid date of redemption. **Sufficient documentation is one (1) machine dated cash register receipt, machine dated cash register validation showing the date on the food instrument, or a deposit date. Revalidation is unlimited with sufficient documentation.** The Local Agency must place a revalidation stamp on the food instrument before it can be redeposited. **Revalidation for this condition is one time only per contract year without proof.**

Rejected by bank.



QTY	UNIT	APPROVED ITEM	PATIENT I.D. NUMBER	NAME OF PARTICIPANT			FI No.
			1234567897	LAST	FIRST	MIDDLE	0145774
1	GAL.	MILK		PUBLIC	JOHN		0145774
36	OUNCES	CEREAL		HID/LOC	First Day To Use:	Last Day To Use:	Date Redeemed:
2		12 OZ. OR 46 OZ. JUICE		301064	05/21/2003	06/20/2003	
1	DOZEN	EGGS		Not Negotiable Unless KY WIC Vendor Stamp is Here			PAY EXACTLY
END OF LIST.VOID IF ALTERED				Not Negotiable Unless KY WIC Vendor Stamp is Here			\$ 10.96
							
				SIGN BELOW AT GROCERY STORE			
				Mary Public			



Ret. By 083900610
 Stamp Missing
 Stale Check
☒ Date Redeemed Invalid
 Above MVP
 Pay Exactly Altered
 Signature Missing

Revalidation Procedure For Pay Exactly Altered



Prior to deposit in bank

QTY	UNIT	APPROVED ITEM	PATIENT I.D. NUMBER	NAME OF PARTICIPANT			FINO
				LAST	FIRST	MIDDLE	
			1234567897	PUBLIC	JOHN		0145776
1	GAL.	MILK		HID/LOC	First Day To Use	Last Day To Use	Date Redeemed
36	OUNCES	CEREAL		301064	05/21/2003	06/20/2003	6/15/03
2		12 OZ. OR 46 OZ. JUICE		Not Negotiable Unless WIC Agency Stamp is Here			PAY EXACTLY
1	DOZEN	EGGS		Not Negotiable Unless KY WIC Vendor Stamp is Here			\$1096
END OF LIST.VOID IF ALTERED							
				SIGN BELOW AT GROCERY STORE			
				Mary Public			



1. If the food instrument is missing the “pay exactly” amount and the bank has rejected the food instrument, documentation must be provided to the Local Agency to substantiate the amount of purchase. **One (1) machine dated cash register validation on the food instrument or a machine dated cash register receipt is considered documentation.** The Local Agency must place a revalidation stamp on the food instrument. **If sufficient and proper documentation is provided, revalidation is unlimited.**
2. If the “pay exactly” amount is altered in any manner, the amount must be proven. **One (1) machine dated cash register receipt is considered proof.** A second cash register receipt or cash register validation will be accepted only in those instances where an item was omitted from the original total. In this instance, the cash register receipt or cash register validation must be next transaction on the same cash register. A properly completed WIC Vendor Corrections Form can only be used when a vendor does not have a cash register. **If sufficient and proper documentation is provided revalidation is unlimited.** The Local Agency must place a revalidation stamp on the food instrument before payment can be made. **The limit on revalidation without proof is on a one time only basis per contract year.**

Rejected by bank.

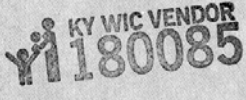

QTY	UNIT	APPROVED ITEM	PATIENT I.D. NUMBER	NAME OF PARTICIPANT			FINO
				LAST	FIRST	MIDDLE	
			1234567897	PUBLIC	JOHN		0145776
1	GAL.	MILK		HID/LOC	First Day To Use	Last Day To Use	Date Redeemed
36	OUNCES	CEREAL		301064	05/21/2003	06/20/2003	6/15/03
2		12 OZ. OR 46 OZ. JUICE		Not Negotiable Unless WIC Agency Stamp is Here			PAY EXACTLY
1	DOZEN	EGGS		Not Negotiable Unless KY WIC Vendor Stamp is Here			\$1096
END OF LIST.VOID IF ALTERED							
				SIGN BELOW AT GROCERY STORE			
				Mary Public			

☐ Rec. By 08/20/03
☐ Receipt Missing
☐ Bank Check
☐ Date Redeemed Invalid
☐ Above MVI
☒ Pay Exactly Altered
☐ Signature Missing



REV. 7/01

Revalidation Procedure For Stale Check

QTY			UNIT	APPROVED ITEM	PATIENT I.D. NUMBER	NAME OF PARTICIPANT			FI No.
					1234567897	LAST	FIRST	MIDDLE	0145778
						PUBLIC	JOHN		0145778
						HID/LOC	First Day To Use:	Last Day To Use:	Date Redeemed:
						301064	05/21/2003	06/20/2003	5/21/03
						Not Negotiable Unless WIC Agency Stamp is Here			PAY EXACTLY
						Not Negotiable Unless KY WIC Vendor Stamp is Here			\$ 10 96
									
						SIGN BELOW AT GROCERY STORE			
						Mary Public			

☐ Ret. By 083900610
☐ Stamp Missing
☒ Stale Check
☐ Date Redeemed Invalid
☐ Above MVP
☐ Pay Exactly Altered
☐ Signature Missing

The bank rejects a food instrument submitted after sixty (60) days from “first day to use.” The Local Agency will revalidate this type of food instrument if it is within ninety (90) days from the “first day to use.” The following procedures apply to **stale checks**, **provided the instruments are properly completed:**

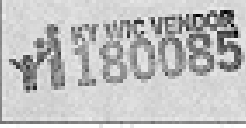
1. **If the State Agency contracted bank has rejected the food instrument due to it reaching the bank more than sixty (60) days**, but less than ninety (90) days, a revalidation stamp from the Local Agency is necessary for payment to be made.
2. **If the vendor has failed to submit the food instrument in sixty (60) days** but it will reach the State Agency contracted bank in less than ninety (90) days, a revalidation stamp is necessary for payment.

3. There is **no limit to this type of revalidation**, however, a food instrument should be submitted in a timely manner in order to avoid delays or denial of payment.
4. **If the food instrument is over ninety (90) days from “first day to use,”** it cannot be revalidated without State Agency approval.

REV. 7/01

Revalidation Procedure For Missing Signature

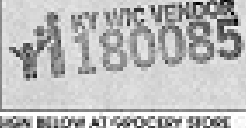
Prior to deposit in bank.

QTY	UNIT	APPROVED ITEM	PATIENT I.D. NUMBER	NAME OF PARTICIPANT		FIN No.
			1234567897	LAST	FIRST	0145778
1	GAL.	MILK		PUBLIC	JOHN	0145778
36	OUNCES	CEREAL		REV/DOC	First Day To Use:	Date Revalidated:
2		12 OZ. OR 46 OZ. JUICE		301064	05/21/2003	06/20/2003
1	DOZEN	EGGS		Not Negotiable Unless WIC Agency Stamp is Here		Not Negotiable Unless KY WIC Vendor Stamp is Here
END OF LIST.VOID IF ALTERED						\$ 10 96 KENTUCKY WIC PROGRAM
SIGN BELOW AT GROCERY STORE						



If the food instrument has been rejected by the bank for a missing signature, the food instrument must have a revalidation stamp before payment can be made. Revalidation is one time only per contract year.

Rejected by bank.

QTY	UNIT	APPROVED ITEM	PATIENT I.D. NUMBER	NAME OF PARTICIPANT		FIN No.
			1234567897	LAST	FIRST	0145778
1	GAL.	MILK		PUBLIC	JOHN	0145778
36	OUNCES	CEREAL		REV/DOC	First Day To Use:	Date Revalidated:
2		12 OZ. OR 46 OZ. JUICE		301064	05/21/2003	06/20/2003
1	DOZEN	EGGS		Not Negotiable Unless WIC Agency Stamp is Here		Not Negotiable Unless KY WIC Vendor Stamp is Here
END OF LIST.VOID IF ALTERED						\$ 10 96 KENTUCKY WIC PROGRAM
SIGN BELOW AT GROCERY STORE						

